

Dear Program Director:

The NACCRRA, VISTA CARE staff thank you in advance for assisting VISTA members with the child care benefit application process. You play a critical role in ensuring that your members receive child care benefits in a timely manner.

When a member seeks child care benefits, please have the member and caregiver *immediately* complete the Child Care Eligibility Application and related forms in their entirety. Have them return all paperwork to you for signatures and submit to our office without delay. The entire application packet should include:

- **Child Care Eligibility Application (signed by member and Program Director)**
- **Caregiver Information and Registration Form (signed by member, caregiver, and Program Director)**
- **Reminder Sheet (signed and dated by member)**
- **Copy of Birth Certificate for each child needing child care, naming the member as parent**
- **Court issued document of legal custody if member is guardian or foster parent of child**
- **If child needing care is stepchild of member, must submit copy of marriage license in addition to child's birth certificate**
- **Copies of 4 most recent pay stubs of everyone in the household, including the AmeriCorps member**
- **Official documentation of other income if applicable in your state (SSI, military pay, child support, etc.)**
- **If caregiver is unlicensed, must submit copy of caregiver's social security card**
- **If caregiver is licensed/regulated, must submit copy of license/registration.**
- **In California, unlicensed caregivers must submit copy of driver's license or non-drivers ID in addition to social security card**

To prevent excessively retroactive child care reimbursements to the caregiver, please submit the application immediately after all documents have been reviewed for accuracy and all paperwork is signed. Upon receipt of such documents, an AmeriCorps CARE Child Care Coordinator will contact the member and caregiver to make final determination of eligibility and process the application. Please allow 3 to 4 weeks to process a complete and accurate application. You may contact us at 1-(800) 793-0324.

Submit applications to:
VISTA CARE
C/o NACCRRA
1319 F Street NW, Suite 500
Washington DC 20004

Thank you for the time and effort you use to assist in this process.